

PART-TIME BUILDING MAINTANER – POLICE DEPARTMENT

Summary: Performs various labor tasks involving the custodial care, cleaning and minor maintenance of the police department and its fleet. Because of the location and nature of this work, safety and confidentiality are required. Works closely with the full-time building maintainer to accomplish set tasks.

Essential Duties and Responsibilities:

Sweeps, mops, scrubs, vacuums, strips, buffs, waxes, and polishes floors; washes windows, walls, and sinks; picks up and disposes of trash and garbage; shreds and recycles paper; vacuums and shampoos carpet; sweeps, clears, shovels, and salts walks; cleans stairways and handrails; mows grass; waters grass and shrubbery; cleans restrooms and locker rooms and replenishes supplies; cleans and sanitizes cells; takes inventory and maintains general cleaning supplies; cleans blinds; performs minor vehicle maintenance such as the replacement of light bulbs and general cleaning; performs minor repairs to facility to include painting, scraping, carpentry, and assembly; replaces air filters; cleans various fixtures; changes light bulbs; runs errands as requested; operates police vehicles in a safe manner; moves furniture, equipment, files, supplies and tools; Assists in the set-up of facilities for meetings, classrooms, conferences and events; reads and follows equipment instruction manuals, instructions on cleaning supplies, and safety information; performs work in accordance with established procedures; follows specific instructions concerning unusual jobs, problems or situations; may assist and regularly interact with helpers and contractors.

Equipment: Examples of equipment used on the job-General maintenance equipment and hand and power tools; buffers, ladders, vehicles, hand trucks, meters, vacuums, power washers, hoses.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition, this position requires a valid driver's license.

Education and/or Experience: High school diploma or general education degree (GED); or two years' experience in custodial/maintenance related experience and/or training; or equivalent combination of education and experience.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Language Skills:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to use email and voicemail systems

Reasoning Ability:

- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is frequently required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit. The employee is required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, and repeat motions. The employee must frequently lift or move objects under 10 pounds; routinely lift or move objects from 10 to 25 pounds; occasionally lift or move and/or move objects up to 50 pounds; infrequently lift or move objects over 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee may be subject to call-in due to snow removal or emergency maintenance issues.

The noise level in the work environment is usually moderate.